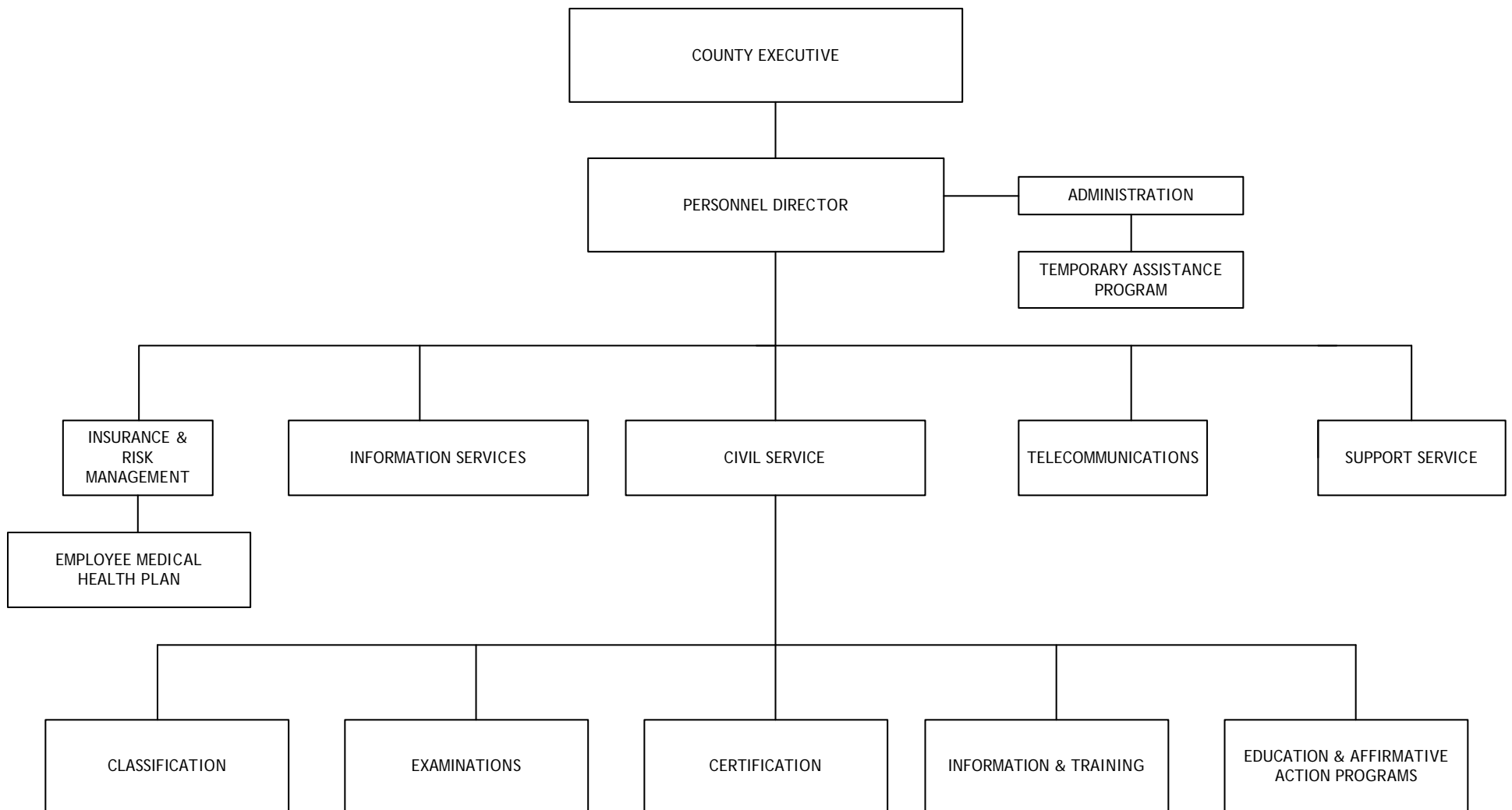


COUNTY OF SUFFOLK ANNUAL BUDGET
ORGANIZATIONAL CHART

DEPARTMENT: CIVIL SERVICE



CIVIL SERVICE/HUMAN RESOURCES

Departmental Mission

Civil Service is a multi-faceted department with multiple missions. Civil Service administers civil service law for more than 240 jurisdictions within Suffolk County. The Division's Information Services and Telecommunication Unit provides county-wide computers and telephone services respectively. Support Services Unit provides printing and mail services to all county departments.

Department Description

The Department of Civil Service has the following responsibilities:

- Civil Service provides and administers competitive examinations for positions in the classified service in the county, towns, villages, school and other special districts. The department maintains and updates the position classification system for all local jurisdictions and certifies that their payroll transactions conform to the position status file maintained by Civil Service.
- The Division of Information Services (IS) performs information management support services for Suffolk County government.
- The Telecommunication Unit, in conjunction with New York Telephone, is responsible for designing and maintaining the telephone and communication systems for the entire county government.
- The Support Services Unit provides printing and mail services for all county departments.
- The Insurance and Risk Management and Benefit Division manages the Suffolk County Employee Medical Health Plan.

CIVIL SERVICE/HUMAN RESOURCES

Activities and Accomplishments

- ✓ An indication of the varied workload of Civil Service is shown in the charts and workload statistics below:

Suffolk County Civil Service Workload Indicators	2001	2002	2003	2004 (est.)
Transactions	158,126	189,073	197,493	150,000
Names Established - Eligible Lists	6,700	8,037	7,478	8,500
Examinations Held	143	264	300	200
Application Processed	13,192	13,813	31,056	20,000
Desk Audits	602	366	677	700
Duty Statements	1,042	1,483	1,366	1,600
Information Requests	66,919	66,848	74,287	60,000
Mail Processed	37,405	48,095	55,231	50,000

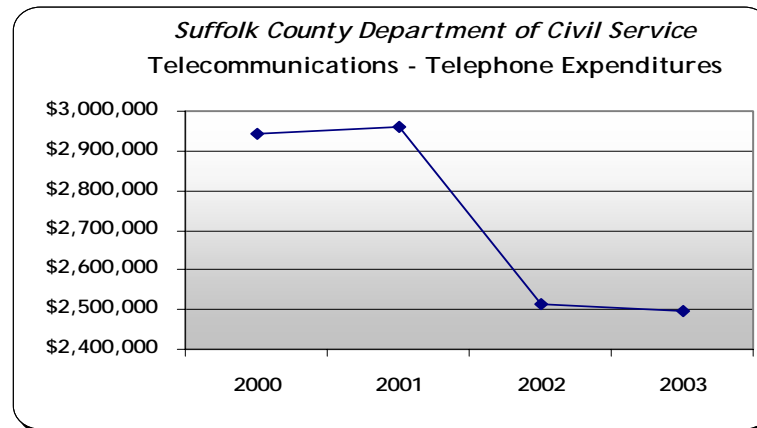
- ✓ Informational Services accomplishments include:
- Designed and implemented new on-line application to replace Legacy System for the Program for Handicapped Children, providing inquiry capability to the Department of Health Services.
 - Designed and implemented Internet application providing county residents with information related to their Senatorial, Assembly, Congressional Districts, and polling place, as well as providing direct links to websites of elected officials.

CIVIL SERVICE/HUMAN RESOURCES

- Processed 50 payrolls comprised of 390,000 checks for a total of \$854 million.
- ✓ Support Services workload indicates:

Suffolk County Support Services Workload Indicators	2002	2003	2004 (est.)
Printing Impressions (in millions)	46.1	41.8	41.4
Print Jobs Completed	3,382	3,349	3,711
U.S. Mail Processed	823,175	889,923	795,152

- ✓ Telecommunications has initiated efficiencies to reduce the county's telephone expenditures.



CIVIL SERVICE/HUMAN RESOURCES

- ✓ Risk Management's effectiveness in investigating worker's compensation cases has reduced the caseload from 1,595 cases in 2001 to 1,408 cases in 2004. In addition, the implementation of new state-of-the-art electronic filing has produced significant savings to the county at an estimated \$2 million since 2003.

2005 Executive Recommendations

I am proposing a budget of \$21,275,318 for the Department of Civil Service for fiscal year 2005. This represents a decrease of 1,686,457 from the 2004 Adopted Budget. Major recommendations are as follows:

- ✓ I am recommending the transfer of the Print Shop to the Department of Public Works. The Print Shop serves as a resource for all county departments and the move to DPW is in accordance with the physical location of the unit.
- ✓ I have provided \$250,000 in funding for the candidate psychological examinations within Civil Service and authorized the Chief Personnel Officer to administer the exams for prospective employees as necessary, and reduced the Health Department's budget by the same amount for 2005.
- ✓ In the Self Insurance Division I have abolished three positions: the Assistant Insurance Manager (Grade 28), a Physician II (Grade 37), and a Registered Nurse (Grade 19) for a total savings of \$208,529 in 2005.
- ✓ I have directed the Director of Management and Information Services to freeze computer software at the current level and drop the three year Microsoft software agreement for a savings of one million dollars a year, this will allow departments to attain the same level of software throughout the county and save more than three million dollars over the course of the agreement.
- ✓ I am including \$250,000 and centralizing all county computer training in the Department of Civil Service Information Services and directing them to use the Suffolk County Community College as the first instance for all training. The College is able to obtain training for computer and technical courses at a greatly reduced rate and the College can provide the training locally, eliminating travel expenses throughout the county.

COUNTY OF SUFFOLK
ANNUAL BUDGET

DEPARTMENT Civil Service/ Human Resources
FUND 001

2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	MANDATED 'M'		2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
21,728,879	22,961,775	22,689,297	Civil Service/ Human Resource	GRAND TOTAL	22,890,469	21,275,318	0
4,510,767	4,328,721	4,276,721	001 - CIV - 1430 - CIVIL SERVICE		4,578,719	4,930,354	0
3,786,412	3,737,601	3,706,589	1 000 PERSONAL SERVICES		3,841,025	4,192,660	0
735	0	36,313	1020 - Terminal Vacation Pay		0	22,650	0
0	0	47,463	1050 - Terminal Sick Leave Payments		0	15,000	0
49,300	52,550	52,550	1060 - Longevity Pay		53,100	53,100	0
0	0	0	1080 - Retro & Vacation Pay		0	313,985	0
3,408,445	3,566,301	3,442,513	1100 - Permanent Salaries		3,679,975	3,679,975	0
316,572	110,425	110,425	1110 - Interim Salaries		105,000	105,000	0
459	5,000	5,000	1120 - Overtime Salaries		500	500	0
1,960	3,325	3,325	1130 - Temporary Salaries		2,450	2,450	0
8,940	0	9,000	1270 - Disability Income		0	0	0
32,214	55,152	52,394	2 000 EQUIPMENT		25,045	25,045	0
0	10,752	11,280	2010 - Furniture & Furnishings		3,161	3,161	0
32,214	44,400	41,114	2020 - Office Machines		21,884	21,884	0
230,425	287,195	283,063	3 000 SUPPLIES, MATERIAL & OTHER EXP		251,350	251,350	0
14,763	18,000	15,000	3010 - Office Supplies		15,000	15,000	0
1,303	600	500	3020 - Postage		500	500	0
7,755	12,000	11,400	3040 - Outside Printing		9,000	9,000	0
422	640	600	3070 - Memberships & Subscriptions		600	600	0
4,188	4,478	4,200	3080 - Research & Law Books		4,200	4,200	0
663	900	855	3160 - Computer Software		500	500	0
18,625	10,000	9,500	3460 - Bank Service Charges		5,000	5,000	0
101	300	285	3500 - Other: Unclassified		300	300	0
10,306	13,236	12,574	3510 - Rent: Business Machines & Sys		12,000	12,000	0
2,196	3,021	2,849	3610 - Repairs: Office Equipment		2,900	2,900	0
0	0	1,800	3650 - Repairs: Buildings		350	350	0
156	4,520	4,000	3770 - Advertising		2,000	2,000	0
169,946	219,500	219,500	3790 - Authorized Tuition		199,000	199,000	0
461,716	248,773	234,675	4 000 CONTRACTUAL EXPENSES		461,299	461,299	0
269	1,500	1,425	4310 - Employee Misc-expenses		1,000	1,000	0
3,602	2,799	2,800	4330 - Travel: Employee Contracts		3,525	3,525	0
4,710	9,974	9,475	4340 - Travel: Other		9,974	9,974	0

COUNTY OF SUFFOLK
ANNUAL BUDGET

DEPARTMENT Civil Service/ Human Resources
FUND 001

2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	MANDATED 'M'	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
0	5,000	2,950	4360 - Employee Training Travel	5,000	5,000	0
453,135	229,500	218,025	4560 - Fees For Services: Non-employee	441,800	441,800	0
2,252,272	2,357,060	2,312,392	001 - CIV - 1660 - SUPPORT SERVICES	2,319,872	0	0
1,136,861	1,158,887	1,174,128	1 000 PERSONAL SERVICES	1,181,608	0	0
31,500	32,700	32,700	1060 - Longevity Pay	33,850	0	0
1,098,881	1,120,787	1,139,058	1100 - Permanent Salaries	1,142,508	0	0
0	3,000	0	1120 - Overtime Salaries	3,000	0	0
4,080	0	120	1270 - Disability Income	0	0	0
2,400	2,400	2,250	1400 - Cleaning Allowance	2,250	0	0
1,964	0	544	2 000 EQUIPMENT	0	0	0
1,964	0	544	2010 - Furniture & Furnishings	0	0	0
1,113,447	1,197,873	1,137,435	3 000 SUPPLIES, MATERIAL & OTHER EXP	1,137,979	0	0
2,055	6,000	5,156	3010 - Office Supplies	5,700	0	0
657,862	684,669	650,436	3020 - Postage	650,436	0	0
5,829	6,000	5,700	3030 - Photostat, Photograph & Blueprints	5,700	0	0
6,277	10,100	9,595	3040 - Outside Printing	9,595	0	0
0	200	190	3070 - Memberships & Subscriptions	30	0	0
0	70	66	3080 - Research & Law Books	66	0	0
196,552	222,969	205,522	3110 - Printing Supplies	211,821	0	0
0	50	47	3120 - Small Tools & Automotive Maint.	47	0	0
1,038	3,200	3,040	3160 - Computer Software	3,200	0	0
757	1,600	1,520	3310 - Clothing & Accessories	1,520	0	0
0	300	285	3320 - Household & Laundry Supplies	285	0	0
2,536	6,075	5,771	3500 - Other: Unclassified	5,771	0	0
123,722	125,972	149,004	3510 - Rent: Business Machines & Sys	160,667	0	0
116,481	130,668	101,103	3610 - Repairs: Office Equipment	83,141	0	0
340	0	0	3650 - Repairs: Buildings	0	0	0
0	300	285	4 000 CONTRACTUAL EXPENSES	285	0	0
0	300	285	4320 - Meals: Employee A.M.E. Contract	285	0	0
3,131,037	3,531,418	3,576,110	016 - CIV - 1651 - TELECOMMUNICATIONS	3,532,097	3,566,655	0
384,053	413,718	416,795	1 000 PERSONAL SERVICES	422,782	457,365	0
5,200	5,200	5,200	1060 - Longevity Pay	5,850	5,850	0
0	0	0	1080 - Retro & Vacation Pay	0	34,583	0

COUNTY OF SUFFOLK
ANNUAL BUDGET

DEPARTMENT Civil Service/ Human Resources
FUND 016

2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	MANDATED 'M'	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
378,720	408,518	411,595	1100 - Permanent Salaries	416,932	416,932	0
133	0	0	1130 - Temporary Salaries	0	0	0
115,020	161,500	153,425	2 000 EQUIPMENT	153,425	153,400	0
0	500	475	2010 - Furniture & Furnishings	475	450	0
0	1,000	950	2020 - Office Machines	950	950	0
115,020	160,000	152,000	2500 - Other Equipment Not Otherwise	152,000	152,000	0
4,640	6,000	5,700	3 000 SUPPLIES, MATERIAL & OTHER EXP	5,700	5,700	0
798	800	760	3010 - Office Supplies	760	760	0
420	800	760	3070 - Memberships & Subscriptions	760	760	0
187	200	190	3500 - Other: Unclassified	190	190	0
1,625	1,800	1,710	3510 - Rent: Business Machines & Sys	1,710	1,710	0
48	400	380	3610 - Repairs: Office Equipment	380	380	0
1,562	2,000	1,900	3670 - Repairs: Telephone Equipment	1,900	1,900	0
2,627,324	2,950,200	3,000,190	4 000 CONTRACTUAL EXPENSES	2,950,190	2,950,190	0
2,496,251	2,950,000	3,000,000	4010 - Telephone & Telegraph	2,950,000	2,950,000	0
0	200	190	4330 - Travel: Employee Contracts	190	190	0
131,073	0	0	4560 - Fees For Services: Non-employee	0	0	0
8,777,119	10,063,385	9,879,695	016 - CIV - 1680 - CS: MANAGEMNT INFO SERVICES	10,009,146	10,262,218	0
3,364,678	3,734,371	3,713,321	1 000 PERSONAL SERVICES	3,837,839	4,116,999	0
916	0	3,187	1020 - Terminal Vacation Pay	0	27,500	0
0	0	500	1050 - Terminal Sick Leave Payments	0	10,000	0
55,900	58,850	56,650	1060 - Longevity Pay	57,000	57,000	0
0	0	0	1080 - Retro & Vacation Pay	0	308,442	0
3,242,590	3,632,454	3,596,504	1100 - Permanent Salaries	3,735,772	3,661,057	0
3,455	30,000	30,000	1120 - Overtime Salaries	32,000	40,000	0
5,415	13,067	13,100	1130 - Temporary Salaries	13,067	13,000	0
1,739	0	0	1230 - Workman's Compensation - Disability	0	0	0
10,020	0	13,380	1270 - Disability Income	0	0	0
44,642	0	0	1350 - Payment After Death	0	0	0
175,423	135,000	128,250	2 000 EQUIPMENT	64,150	120,000	0
25,002	25,000	23,750	2010 - Furniture & Furnishings	23,750	25,000	0
100,945	60,000	57,000	2020 - Office Machines	32,400	55,000	0
49,476	50,000	47,500	2500 - Other Equipment Not Otherwise	8,000	40,000	0

COUNTY OF SUFFOLK
ANNUAL BUDGET

DEPARTMENT Civil Service/ Human Resources
FUND 016

2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	MANDATED 'M'	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
4,110,919	4,770,714	4,645,989	3 000 SUPPLIES, MATERIAL & OTHER EXP	5,237,732	4,474,619	0
32,932	86,367	82,049	3010 - Office Supplies	45,360	45,360	0
11,950	15,000	15,000	3040 - Outside Printing	14,000	14,000	0
339	3,000	2,850	3070 - Memberships & Subscriptions	1,000	1,000	0
443	1,000	950	3080 - Research & Law Books	1,700	1,000	0
2,185,431	2,386,997	2,276,997	3160 - Computer Software	2,295,442	1,386,579	0
29,994	30,000	28,500	3500 - Other: Unclassified	36,050	32,500	0
732,881	1,004,044	953,842	3510 - Rent: Business Machines & Sys	1,130,309	1,187,309	0
1,089,139	1,215,306	1,264,541	3610 - Repairs: Office Equipment	1,651,870	1,741,870	0
24,045	25,000	17,910	3650 - Repairs: Buildings	57,501	57,501	0
3,105	3,000	2,400	3770 - Advertising	3,000	6,000	0
660	1,000	950	3930 - Cartage	1,500	1,500	0
1,126,100	1,423,300	1,392,135	4 000 CONTRACTUAL EXPENSES	869,425	1,550,600	0
686,734	800,000	800,000	4010 - Telephone & Telegraph	839,400	891,400	0
123,358	110,000	104,500	4210 - Computer Services	18,825	250,000	0
0	300	285	4310 - Employee Misc-expenses	300	300	0
876	2,000	1,900	4320 - Meals: Employee A.M.E. Contract	1,000	500	0
469	4,000	3,800	4330 - Travel: Employee Contracts	3,000	500	0
1,097	5,000	4,750	4340 - Travel: Other	5,000	1,000	0
1,021	2,000	1,900	4360 - Employee Training Travel	1,900	1,900	0
312,545	500,000	475,000	4560 - Fees For Services: Non-employee	0	405,000	0
1,603,333	929,388	1,068,373	016 - CIV - 1681 - DEBT: MIS OPERATIONS M	761,504	761,504	0
1,474,888	855,329	977,710	6 000 PRINCIPAL ON DEBT	645,653	645,653	0
1,474,888	855,329	977,710	6900 - Serial Bonds M	645,653	645,653	0
128,446	74,059	90,663	7 000 INTEREST ON INDEBTEDNESS	115,851	115,851	0
128,446	74,059	90,663	7800 - Interest On Bonds M	115,851	115,851	0
985,467	1,271,413	1,127,170	038 - CIV - 1316 - EMPLOYEE BENEFITS & RISK ADMIN	1,197,064	1,238,599	0
936,614	1,163,207	1,028,964	1 000 PERSONAL SERVICES	1,101,076	1,142,611	0
0	0	1,208	1020 - Terminal Vacation Pay	0	0	0
0	0	1,396	1050 - Terminal Sick Leave Payments	0	0	0
10,950	14,000	14,000	1060 - Longevity Pay	14,000	14,000	0
0	0	0	1080 - Retro & Vacation Pay	0	59,604	0
925,664	1,149,207	1,012,360	1100 - Permanent Salaries	1,087,076	1,069,007	0

COUNTY OF SUFFOLK
ANNUAL BUDGET

DEPARTMENT Civil Service/ Human Resources
FUND 038

2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	MANDATED 'M'	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
741	25,156	15,156	2 000 EQUIPMENT	14,288	14,288	0
496	3,174	3,174	2010 - Furniture & Furnishings	4,618	4,618	0
244	6,982	6,982	2020 - Office Machines	9,670	9,670	0
0	15,000	5,000	2080 - Medical, Dental & Laboratory	0	0	0
21,956	39,350	39,350	3 000 SUPPLIES, MATERIAL & OTHER EXP	32,500	32,500	0
9,207	9,500	9,500	3010 - Office Supplies	9,500	9,500	0
1,787	1,050	1,050	3020 - Postage	1,050	1,050	0
0	2,000	2,000	3040 - Outside Printing	2,000	2,000	0
1,527	2,700	2,700	3070 - Memberships & Subscriptions	1,750	1,750	0
235	500	500	3080 - Research & Law Books	600	600	0
2,268	6,100	6,100	3350 - Safety Supplies	6,100	6,100	0
0	6,000	6,000	3370 - Medical, Dental & Laboratory Supplies	0	0	0
0	500	500	3500 - Other: Unclassified	500	500	0
5,818	10,000	10,000	3510 - Rent: Business Machines & Sys	10,000	10,000	0
0	1,000	1,000	3610 - Repairs: Office Equipment	1,000	1,000	0
1,115	0	0	3650 - Repairs: Buildings	0	0	0
26,157	43,700	43,700	4 000 CONTRACTUAL EXPENSES	49,200	49,200	0
0	500	500	4320 - Meals: Employee A.M.E. Contract	500	500	0
10	700	700	4330 - Travel: Employee Contracts	700	700	0
558	3,000	3,000	4340 - Travel: Other	3,000	3,000	0
25,589	39,500	39,500	4560 - Fees For Services: Non-employee	45,000	45,000	0
468,885	480,390	448,836	039 - CIV - 1317 - EMHP: GENERAL ADMINISTRATION	492,067	515,988	0
347,189	374,318	379,581	1 000 PERSONAL SERVICES	376,909	397,630	0
1,518	0	0	1020 - Terminal Vacation Pay	0	0	0
32	0	0	1050 - Terminal Sick Leave Payments	0	0	0
4,750	4,750	4,750	1060 - Longevity Pay	5,250	5,250	0
0	0	10,220	1080 - Retro & Vacation Pay	0	20,721	0
332,889	369,568	364,611	1100 - Permanent Salaries	371,659	371,659	0
8,000	0	0	1230 - Workman's Compensation - Disability	0	0	0
3,643	16,292	15,492	2 000 EQUIPMENT	13,829	13,829	0
890	3,540	3,540	2010 - Furniture & Furnishings	3,290	3,290	0
2,753	12,752	11,952	2020 - Office Machines	10,539	10,539	0
7,679	7,600	11,590	3 000 SUPPLIES, MATERIAL & OTHER EXP	10,000	13,200	0

COUNTY OF SUFFOLK
ANNUAL BUDGET

DEPARTMENT Civil Service/ Human Resources
FUND 039

2003 ACTUAL	2004 ADOPTED	2004 ESTIMATED	MANDATED 'M'	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
5,154	2,500	2,500	3010 - Office Supplies	3,000	3,000	0
64	300	3,490	3020 - Postage	300	3,500	0
295	300	1,100	3070 - Memberships & Subscriptions	1,200	1,200	0
0	250	250	3080 - Research & Law Books	250	250	0
0	250	250	3500 - Other: Unclassified	250	250	0
2,166	3,500	3,500	3510 - Rent: Business Machines & Sys	4,500	4,500	0
0	500	500	3610 - Repairs: Office Equipment	500	500	0
154	3,550	3,550	4 000 CONTRACTUAL EXPENSES	3,500	3,500	0
0	100	100	4310 - Employee Misc-expenses	100	100	0
0	100	100	4320 - Meals: Employee A.M.E. Contract	100	100	0
154	100	100	4330 - Travel: Employee Contracts	100	100	0
0	3,250	3,250	4340 - Travel: Other	3,200	3,200	0
110,219	78,630	38,623	8 000 EMPLOYEE BENEFITS	87,829	87,829	0
60,319	12,099	0	8270 - Early Retirement Incentive Pay	0	0	0
17,135	27,908	0	8280 - State Retirement	49,206	49,206	0
25,980	29,351	29,351	8330 - Social Security	29,351	29,351	0
6,786	9,272	9,272	8380 - Benefit Fund Contribution	9,272	9,272	0

COUNTY OF SUFFOLK
ANNUAL BUDGET

AUTHORIZED STAFF

DEPARTMENT CIVIL SERVICE/HUMAN RESRS
FUND GENERAL FUND
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
TOTAL PERMANENT POSITIONS: ALL FUNDS		177	174	174	
TOTAL PERMANENT POSITIONS: GENERAL FUND		75	75	75	
01-1430-CIVIL SERVICE & HUMAN RESOURCES		75	75	75	
0100-ADMINISTRATION		9	9	9	
-----		-----	-----	-----	
COUNTY PERSONNEL OFFICER	41	1	1	1	
DIRECTOR OF EMPLOYEE SERVICES	37	1	1	1	
DEFERRED COMP PLAN ADMIN	32	1	1	1	
DIRECTOR OF PUBLIC INFO MGT	28	1	1	1	
ADMINISTRATOR II	25	1	1	1	
SENIOR PROGRAM EXAMINER	25	1	1	1	
ASST TO PERSONNEL OFFICER	19	1	1	1	
CLERK TYPIST	09	2	2	2	
0110-INFORMATION & TRAINING		4	4	4	
-----		-----	-----	-----	
PRIN PERSONNEL ANALYST	28	1	1	1	
PRINCIPAL CLERK	14	1	1	1	
COURIER	12	1	1	1	
SENIOR CLERK TYPIST	12	1	1	1	
0200-EDUCATION & AFFIRMATIVE ACTION		2	2	2	
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SENIOR PERSONNEL ANALYST	24	1	1	1	
CLERK TYPIST	09	1	1	1	
0301-EXAMINATIONS		14	14	14	
-----		-----	-----	-----	
CHIEF OF EXAMINATIONS	30	1	1	1	
PRIN PERSONNEL ANALYST	28	1	1	1	
SENIOR PERSONNEL ANALYST	24	2	2	2	
PERSONNEL ANALYST	19	3	3	3	
HEAD CLERK	18	1	1	1	
PRINCIPAL STENOGRAPHER	15	1	1	1	
SENIOR ACCOUNT CLERK	14	1	1	1	
SENIOR CLERK TYPIST	12	1	1	1	
CLERK TYPIST	09	3	3	3	

COUNTY OF SUFFOLK
ANNUAL BUDGET

AUTHORIZED STAFF

DEPARTMENT CIVIL SERVICE/HUMAN RESRS
FUND GENERAL FUND
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
01-1430-CIVIL SERVICE & HUMAN RESOURCES (CONT)					
0303-CLASSIFICATION & COMPENSATION		30	30	30	
-----		-----	-----	-----	
CHIEF OF CLASSIFICATION	32	1	1	1	
PRIN PERSONNEL ANALYST	28	3	3	3	
SENIOR PERSONNEL ANALYST	24	2	2	2	
PERSONNEL ANALYST	19	13	13	13	
PERSONNEL ANALYST TRAINEE	17	1	1	1	
PRINCIPAL CLERK	14	1	1	1	
SENIOR CLERK TYPIST	12	5	5	5	
CLERK TYPIST	09	4	4	4	
0304-CERTIFICATION		6	6	6	
-----		-----	-----	-----	
CERTIFICATIONS MANAGER	24	1	1	1	
HEAD CLERK	18	1	1	1	
PRINCIPAL CLERK	14	1	1	1	
SENIOR CLERK TYPIST	12	2	2	2	
CLERK TYPIST	09	1	1	1	
0400-TEMPORARY ASSISTANCE UNIT		10	10	10	
-----		-----	-----	-----	
CLERK TYPIST	09	10	10	10	
TOTAL COST OF POSITIONS			\$3,668,997	\$3,668,997	
PLUS SALARY ADJUSTMENT			35,820	35,820	
PLUS NEW POSITIONS			0	0	
PLUS TRANSFERS IN			0	0	
LESS ABOLISHED POSITIONS			0	0	
LESS TRANSFERS OUT			0	0	
LESS ESTIMATED TURNOVER SAVINGS			35,698-	35,698-	
OTHER ADJUSTMENTS			10,856+	10,856+	
			-----	-----	
NET APPROPRIATION			\$3,679,975	\$3,679,975	

COUNTY OF SUFFOLK
ANNUAL BUDGET

AUTHORIZED STAFF

DEPARTMENT CIVIL SERVICE/HUMAN RESRS
FUND INTERDEPARTMENT OPERATION & SERVICE
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
TOTAL PERMANENT POSITIONS: INTERDEPARTMENT OPERATION & SERVICE 16-1680-MANAGEMENT INFORMATION SYSTEMS		67 59	67 59	67 59	
0100-ADMINISTRATION		5	5	5	
-----		-----	-----	-----	
DIR OF MANAGEMENT INFO SRVICES	36	1	1	1	
DATA PROCESSING MANAGER	34	1	1	1	
DATA CONTROL SPECIALIST	21	1	1	1	
SECRETARIAL ASSISTANT	17	1	1	1	
CLERK TYPIST	09	1	1	1	
0200-SYSTEMS: GENERAL APPLICATIONS		11	11	11	
-----		-----	-----	-----	
OFFC SYSTEMS ANALYST IV	28	1	1	1	
SR PROGRAMMER ANALYST	27	2	2	2	
OFFICE SYSTMS ANALYST III	24	1	1	1	
PROGRAMMER ANALYST	24	6	6	6	
OFFICE SYSTEMS ANALYST II	21	1	1	1	
0210-DEVELOPMENT I		15	15	15	
-----		-----	-----	-----	
INFORMATION SERVICES PROJ MGR	31	1	1	1	
SR PROGRAMMER ANALYST	27	7	7	7	
OFFICE SYSTMS ANALYST III	24	2	2	2	
PROGRAMMER ANALYST	24	4	4	4	
DATA BASE COORDINATOR	22	1	1	1	
0300-COMPUTER OPERATIONS & CONTROL		5	5	5	
-----		-----	-----	-----	
PR PROGRAMMER ANALYST	30	1	1	1	
SR PROGRAMMER ANALYST	27	3	3	3	
PROGRAMMER ANALYST	24	1	1	1	
0400-SYSTEMS PROGRAMMING		3	3	3	
-----		-----	-----	-----	
SYSTEMS ANALYSIS SUPVR	30	1	1	1	
OFFICE SYSTMS ANALYST III	24	2	2	2	
0410-NETWORK SYSTEM I		1	1	1	
-----		-----	-----	-----	
DATA PROCESS SYSTEM COORD	27	1	1	1	

COUNTY OF SUFFOLK
ANNUAL BUDGET

AUTHORIZED STAFF

DEPARTMENT CIVIL SERVICE/HUMAN RESRS
FUND INTERDEPARTMENT OPERATION & SERVICE
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
16-1680-MANAGEMENT INFORMATION SYSTEMS (CONT)					
0420-NETWORK SYSTEM II		9	9	9	
-----		-----	-----	-----	
SYSTEMS ANALYSIS SUPVR	30	1	1	1	
OFFC SYSTEMS ANALYST IV	28	1	1	1	
DATA PROCESS OPER COORD	27	1	1	1	
OFFICE SYSTMS ANALYST III	24	1	1	1	
OFFICE SYSTEMS ANALYST II	21	4	4	4	
OFFICE SYSTEMS ANALYST I	19	1	1	1	
0500-OFFICE SYSTEMS		10	10	10	
-----		-----	-----	-----	
DATA PROCESS OPER COORD	27	1	1	1	
DATA CONTROL SPECIALIST	21	1	1	1	
COMPUTER PROGRAMMER	21	1	1	1	
COMPUTER OPERATOR III	19	1	1	1	
SENIOR ACCOUNT CLERK TYPIST	14	1	1	1	
COMPUTER OPERATOR I	13	1	1	1	
MATERIEL CONTROL CLK III	12	1	1	1	
D P EQUIPMENT OPERATOR	10	1	1	1	
DATA ENTRY OPERATOR	09	1	1	1	
CLERK	09	1	1	1	
TOTAL COST OF POSITIONS			\$3,692,158	\$3,692,158	
PLUS SALARY ADJUSTMENT			43,614	43,614	
PLUS NEW POSITIONS			0	0	
PLUS TRANSFERS IN			0	0	
LESS ABOLISHED POSITIONS			0	0	
LESS TRANSFERS OUT			0	0	
LESS ESTIMATED TURNOVER SAVINGS			0	74,715-	
OTHER ADJUSTMENTS			0+	0+	
NET APPROPRIATION			\$3,735,772	\$3,661,057	

COUNTY OF SUFFOLK
ANNUAL BUDGET

AUTHORIZED STAFF

DEPARTMENT CIVIL SERVICE/HUMAN RESRS
FUND INTERDEPARTMENT OPERATION & SERVICE
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
16-1651-TELECOMMUNICATIONS		8	8	8	
0100-TECHNOLOGICAL SERVICES		8	8	8	
-----		-----	-----	-----	
DIR OF TELECOMMUNICATIONS	31	1	1	1	
COMMUNICATIONS ANALYST II	24	2	2	2	
COMMUNICATIONS ANALYST I	22	1	1	1	
PRINCIPAL ACCOUNT CLERK	17	1	1	1	
ACCOUNT CLERK/TYPIST	11	1	1	1	
SWITCHBOARD OPERATOR	09	2	2	2	
 TOTAL COST OF POSITIONS			\$411,595	\$411,595	
PLUS SALARY ADJUSTMENT			5,337	5,337	
PLUS NEW POSITIONS			0	0	
PLUS TRANSFERS IN			0	0	
LESS ABOLISHED POSITIONS			0	0	
LESS TRANSFERS OUT			0	0	
LESS ESTIMATED TURNOVER SAVINGS			0	0	
OTHER ADJUSTMENTS			0+	0+	
 NET APPROPRIATION			----- \$416,932	----- \$416,932	

COUNTY OF SUFFOLK
ANNUAL BUDGET

AUTHORIZED STAFF

DEPARTMENT CIVIL SERVICE/HUMAN RESRS
FUND SELF INSURANCE
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
TOTAL PERMANENT POSITIONS:					
SELF INSURANCE		27	24	24	
38-1316-EMPLOYEE BENEFITS & RISK ADMIN		27	24	24	
0100-ADMINISTRATION		5	5	4	
-----		-----	-----	-----	
ASST INSURANCE MANAGER	28	1	1	0 A(01)	
PRINCIPAL CONTRACTS EXAMINER	28	2	2	2	
PRINCIPAL CLERK	14	1	1	1	
CLERK TYPIST	09	1	1	1	
0200-CLAIMS		5	5	5	
-----		-----	-----	-----	
SENIOR SAFETY OFFICER	26	1	1	1	
INSURANCE CONTRACT ANALYST	21	1	1	1	
CLERK TYPIST	09	3	3	3	
0300-WORKERS COMPENSATION		17	14	15	
-----		-----	-----	-----	
PHYSICIAN II	37	1	0 A(01)	0 A(01)	
WORKERS' COMPENSATION SUPERVR	26	1	1	1	
ASST WORKERS COMPENSATION SUPV	23	1	1	1	
WORKERS' COMPENSATION INVEST	21	1	1	1	
REGISTERED NURSE	19	2	0 A(02)	1 A(01)	
PERSONNEL ANALYST	19	1	1	1	
WORKERS' COMP CLAIMS EXAMINER	15	7	7	7	
MEDICAL RECORDS CLERK	11	1	1	1	
CLERK TYPIST	09	2	2	2	
TOTAL COST OF POSITIONS			\$1,257,635	\$1,257,635	
PLUS SALARY ADJUSTMENT			18,510	18,510	
PLUS NEW POSITIONS			0	0	
PLUS TRANSFERS IN			0	0	
LESS ABOLISHED POSITIONS			175,162-	208,529-	
LESS TRANSFERS OUT			0	0	
LESS ESTIMATED TURNOVER SAVINGS			0	0	
OTHER ADJUSTMENTS			13,907-	1,391+	
NET APPROPRIATION			\$1,087,076	\$1,069,007	

COUNTY OF SUFFOLK
ANNUAL BUDGET

AUTHORIZED STAFF

DEPARTMENT CIVIL SERVICE/HUMAN RESRS
FUND EMPLOYEE MEDICAL HEALTH PLAN
FUNCTION STAFF

POSITION TITLE	GR	2004 MODIFIED	2005 REQUESTED	2005 RECOMMENDED	2005 ADOPTED
TOTAL PERMANENT POSITIONS:					
EMPLOYEE MEDICAL HEALTH PLAN		8	8	8	
39-1317-EMPLOYEE MEDICAL HEALTH PLAN		8	8	8	
0100-GENERAL ADMINISTRATION		8	8	8	
-----		-----	-----	-----	
EMPLOYEE MED HEALTH PLAN COORD	26	1	1	1	
EMPLOYEE BENEFITS SUPVR	26	1	1	1	
SENIOR ACCOUNT CLERK	14	1	1	1	
SENIOR CLERK TYPIST	12	2	2	2	
CLERK TYPIST	09	3	3	3	
TOTAL COST OF POSITIONS			\$363,384	\$363,384	
PLUS SALARY ADJUSTMENT			5,974	5,974	
PLUS NEW POSITIONS			0	0	
PLUS TRANSFERS IN			0	0	
LESS ABOLISHED POSITIONS			0	0	
LESS TRANSFERS OUT			0	0	
LESS ESTIMATED TURNOVER SAVINGS			0	0	
OTHER ADJUSTMENTS			2,301+	2,301+	
			-----	-----	
NET APPROPRIATION			\$371,659	\$371,659	

CIVIL SERVICE

Reclassifications

Modification #	Dpt/Fd/App/Unit/Pos CODE	Deletion OLD TITLE	Dpt/Fd/App/Unit/Pos CODE	Addition NEW TITLE
R 79-2004	CS 38 1316 0300 0114	Stenographer	CS 38 1316 0300 0162	Clerk Typist
R 79-2004	CS 39 1317 0100 0149	Stenographer	CS 39 1317 0100 0150	Clerk Typist
R 80-2004	CS 16 1680 0500 0005	Principal Programmer Analyst	CS 16 1680 0500 0006	Data Processing Operations Coordinator
R 81-2004	CS 16 1680 0420 0004	Office Systems Analyst IV	CS 16 1680 0420 0005	Data Processing Operations Coordinator
R 82-2004	CS 38 1316 0200 0006	Assistant Insurance Manager	CS 38 1316 0200 0085	Insurance Contract Analyst
R 84-2004	CS 16 1680 0200 0028	Programmer Analyst	CS 16 1680 0200 0040	Office Systems Analyst II
R 85-2004	CS 16 1680 0210 0023	Office Systems Analyst II	CS 16 1680 0210 0019	Office Systems Analyst III
R 86-2004	CS 01 1430 0303 0696	Personnel Analyst Trainee	CS 01 1430 0303 0698	Personnel Analyst
R 87-2004	CS 38 1316 0300 0115	Workers' Compensation Claims Examiner	CS 38 1316 0300 0065	Personnel Analyst
R 88-2004	CS 16 1680 0210 0013	Programmer Analyst	CS 16 1680 0210 0011	Senior Programmer Analyst
R 121-2004	CS 01 1660 0200 0347	Duplicating Machine Operator	CS 01 1660 0200 0324	Duplicating Machine Operator IV
R 122-2004	CS 01 1660 0200 0360	Duplicating Machine Operator I	CS 01 1660 0200 0349	Duplicating Machine Operator II
R 135-2004	CS 16 1680 0500 0014	Computer Operator II	CS 16 1680 0500 0012	Computer Operator III
R 174-2004	CS 01 1430 0100 0025	Clerk Typist	CS 01 1430 0100 0020	Senior Clerk Typist
R 174-2004	CS 01 1430 0303 0720	Clerk Typist	CS 01 1430 0303 0718	Senior Clerk Typist
R 174-2004	CS 01 1430 0303 0721	Clerk Typist	CS 01 1430 0303 0719	Senior Clerk Typist
R 174-2004	CS 38 1316 0300 0161	Clerk Typist	CS 38 1316 0300 0127	Senior Clerk Typist
R 174-2004	CS 39 1317 0100 0151	Clerk Typist	CS 39 1317 0100 0146	Senior Clerk Typist
R 175-2004	CS 16 1680 0200 0003	Senior Programmer Analyst	CS 16 1680 0200 0003	Principal Programmer Analyst
R 199-2004	CS 01 1430 0301 0502	Clerk Typist	CS 01 1430 0301 0494	Senior Clerk Typist
R 231-2004	CS 38 1316 0300 0121	Workers' Compensation Claims Examiner	CS 38 1316 0300 0022	Assistant Workers' Compensation Claims Examiner
R 243-2004	CS 01 1660 0200 0327	Duplicating Machine Operator III	CS 01 1660 0200 0323	Duplicating Machine Operator IV

Earmarks

Modification #	Dpt/Fd/App/Unit/Pos CODE	Deletion OLD TITLE	Dpt/Fd/App/Unit/Pos CODE	Addition NEW TITLE
E 53-2004	CS 01 1420 1101 2071	Deputy Bureau Chief	CS 01 1420 1101 2071	Principal Assistant County Attorney
E 189-2004	CS 01 1660 0200 0323	Duplicating Machine Operator IV	CS 01 1660 0200 0323	Assistant Print Shop Supervisor